

## Log In to Workday:

- Use Chrome, Firefox, Safari, Internet Explorer, or Microsoft Edge. Workday recommends Chrome.
- Open a new window – not a new tab in the browser.
- Enter the following URL in the navigation bar at the very top of the browser. Don't use the Google/Yahoo/MSN search box. Yes, you need to enter the **https://**  
<https://www.myworkday.com/gcccd>
- Enter your user name then press Tab or Enter.  
**first\_last@gcccd.edu**  
Note: Ignore spaces in names. Use the hyphen for a hyphenated name.
- Wait! This initial screen will verify your account then load another screen for your password.
- Enter your password. The default is your birthdate. The month and date need two digits. Put in the leading zero if needed. The dashes are required.  
**wdMM-DD-YYYY**
- Welcome to Workday!
  - Optional. Bookmark this page.
  - Navigation: Press the "Home" icon (top left corner) at any time to return to this page.

## Change Your Password

- While logged into the computer, click the CTRL + ALT + DEL keys at the same time.
- Select **Change Password** from the menu selection.
- Enter the old password (see above) once and the new password twice. The new password should follow these rules:
  - Minimum of 8 characters
  - At least one upper case
  - At least one lower case
  - At least one of either a Special Character or a Number
  - The password may not contain the word "pass" or any part of the user name.
- Avoid using commonly guessed passwords, such as:
  - A series of numbers (1234, zip code, house number)
  - Pet name/sibling name/parent name
  - Simple character look alike replacement (1 for i or l, 3 for e, 4 for h, 5 for s, 6 for b of g, ...)
  - P@55w0rd looks interesting but is also easy to guess

## Log off

- Press the "Home" icon on the top/Left of the screen.
- Press the icon (Cloud) next to your name on the top/right of the page.
- Press "Sign Out" at the bottom.
- **Important:** Close the Browser Window
- You may be tempted to just close the browser window instead of logging off.  
Don't. Sometimes, we all forget. It's most likely OK.  
If you open the browser in a tab instead of a new window, close the tab, and you don't sign out, the browser will remember your login credentials. The next person logging into Workday will not be prompted for their user name and password; they will log in as you.

If you have any login issues or questions about these steps, please contact the Support Desk at x7547. You can also email Shane Stewart at [shane.stewart@gcccd.edu](mailto:shane.stewart@gcccd.edu)